## Job Opportunity Bulletin

Post Date: APRIL 11, 2014

#### JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to:

Position #: 473-006-1728-001

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Claudia Lutz

All applications will be screened and only the most qualified will be interviewed.

#### **CONTACT INFORMATION**

Name: Claudia Lutz

Number: (916) 322-7784

Email: claudia.lutz@dds.ca.gov

### **EXECUTIVE ASSISTANT**

Salary: \$3,288 - \$4,116 Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

Will also consider an Executive Secretary I

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as an Executive Assistant in the Office of Legislation and Communications.

This position is responsible for handling sensitive and confidential assignments with tact and diplomacy; interact with other governmental entities, including the Governor's Office, members of the Legislature, and other high-level contacts.

DDS is committed to providing leadership that result in quality services to the people of California and assures the opportunity for individuals with developmental disabilities to exercise their right to make choices.

For complete duties, please see duty statement on the following page.

#### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong analytical and writing skills, good judgment, communication skills, dependability, tact, ability to work independently under general supervision.
- Ability to work co-operatively with both internal and external customers.

#### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you would like to be a part of our DDS team, please submit an original signed state application (STD. 678). Please be sure to include the **basis of your eligibility** and position number **#473-006-1728-001** on your application.



**DEPARTMENT OF DEVELOPMENTAL SERVICES** 

1600 Ninth Street, MS-Q Sacramento, CA 95814 "Building Partnerships, Supporting Choices"

# DEPARTMENT OF DEVELOPMENTAL SERVICES DIRECTOR'S OFFICE OFFICE OF LEGISLATION & REGULATIONS OFFICE OF COMMUNICATIONS

#### **DUTY STATEMENT**

JOB TITLE: Executive Assistant POSITION #: 473-006-1728-001

GENERAL STATEMENT OF DUTIES: Handle sensitive and confidential assignments with tact and diplomacy; interact with other governmental entities, including Governor's Office, members of the Legislature, and other high level contacts; interact with media; work under pressure and rigid time constraints; utilize effective communication skills, verbally and in writing; respond to a variety of telephone inquiries professionally and courteously; handle change in priorities; handle requests/inquiries of persons who walk into the office; assist the legislative Analyst and Assistant Directors with administrative detail; develop and maintain office systems, including scheduling and information tracking systems; carry out assignments on own initiative; obtain facts on which decisions are made; work with little or no supervision a significant portion of the time, and general secretarial duties.

**SUPERVISION RECEIVED:** Reports to and is under the general supervision of the Assistant Director, Office of Legislation & Regulations and the Assistant Director of Communications.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Short time lines, high-volume workload and work on a personal computer approximately 70 percent of total office time. Processing mass mailing of Department's regulations, books, information brochures; hand delivering support/oppose letters and mandated reports to legislative offices at the Capitol. Employee must be able to lift up to 20 lbs.

#### **EXAMPLES OF DUTIES:**

- 20% Develop and implement computer-based management information systems for the Assistant Directors and other staff members. Track and follow up on projects and requests assigned to the office and Department.
- 20% Maintain Legislative Calendar; track a high volume of bills and the amendments; assist with regulations, bill analysis preparation, distribution, and tracking; assemble and maintain committee analyses for Assistant Director's binders.

- 20% Establish office procedures and operating systems; provide typing and secretarial support services for Assistant Directors and other staff members. Use a personal computer to create, input, revise and extend information contained in data banks. Review materials submitted by programs for format, content and grammar. Prepare correspondence in absence of the Assistant Directors.
- 20% Screen, redirect and/or respond to telephone calls and written inquiries from the Governor's Office and Legislature and other high level contacts on behalf of the Assistant Directors. Establish and maintain cooperative and effective working relationships.
- 10% Maintain Assistant Directors' working schedule and calendar while determining priority of appointments. Coordinate Meetings.
- 10% Procure all equipment, supplies, and materials needed for the office.

  Prepare, renew and revise contracts for services and materials. Process invoices for payment. Assist with departmental responsibilities in the Annual Capitol Christmas Tree Lighting ceremony.